

W A R N I N G

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MONTHLY TECHNICAL PROGRESS REPORT

for the period

May 1 – May 31, 2010

**Submitted
to**

**U.S. Environmental Protection Agency
75 Hawthorne Street
San Francisco, CA 94105
Attn: Elaine Chan,
Task Order Assignment Manager**

Under Contract EP-R9-06-03

**Submitted
by**



GRB Environmental Services, Inc.
Consulting Environmental Engineers and Scientists

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EPA Contract No. EP-R9-06-03
Superfund Records Center Management Services, Region 9

Monthly Report
May 2010

TOAM: Elaine Chan
PM: Anne Bonham

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Contract

The monthly report was submitted to the TOAM on May 4.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment report were all submitted to the TOAM on May 14.

The Records Center Performance Measurements Reports were submitted to the TOAM on May 4.

Future Activities

Staff will deliver monthly technical and financial reports to the TOAM by the 10th of the month.

Staff will continue to track furniture and equipment for the semi-annual property inventory updates.

Records Center guidance materials will be created or revised as required.

1.2 Closeout of the Contract

No activity occurred in this reporting period.

Future Activities

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed 2,521 documents and edited 3,040 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

Librarian IVs eliminated the indexing backlogs of the following sites this month:
GREKA BELL LEASE 3 SPILL
GREKA ENERGY ZACA.

The site assessment Librarian IV received 2.1 lft of new documents, and processed 3 new sites.

Circulation Department staff shelf-read approximately 383.8 lft. of site files during the month.

The site assessment Librarian IV performed quality assurance on 2 site files.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS-C database.

2.2 Document Pick-up, Processing, File Management, and Storage

51.7 lft. of documents were picked up from EPA regional offices. 10 Transfer of Records forms were processed.

2.8 lft. of documents were retrieved from the FRC.

Staff performed physical preparation of documents (such as removing bindings, redacting, stamping, photocopying, or preparing for scanning or microfilming) for the following Administrative Records or special collections:

Tucson International Airport Area (4.16 lft.)

The Holdings Database was maintained during the month, and the following holdings reports were updated:

Holdings Report, updated May 11.

FRC Storage Report, updated May 11.

On-Site Storage Report, updated May 11.

Contracts On-Site Storage Report, May 7, 14, 21, 27.

Staff checked 0.1 lft. of unindexed Fort Ord documents for possible duplication with documents already in the site file.

Future Activities

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

2.3 Scanning

Scanning Department staff prepared, scanned, and quality assured 2,857 documents (67,988 pages) during May and forwarded them for retirement to the FRC.

Future Activities

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

2.4 SCAP Support and WasteLAN Data Entry

No activity occurred in this reporting period.

Future Activities

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

2.5 Financial Documentation/Cost Recovery Packaging

Ten Financial Cost Documentation Packages were processed through the Accounting, Program, or Enforcement Final copy for the following sites:

OU	SSID	Site Name
00	0983	APPLIED MATERIALS
01	09E9	ATLAS ASBESTOS MINE (2 pkgs)
01	0920	INDIAN BEND WASH NORTH
01	0904	MCCOLL
00	09PM	NORTHEAST CHURCHROCK MINE SITE
03	09R8	PHOENIX-GOODYEAR AIRPORT AREA
03	09L6	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS) (2 pkgs)
02	09N1	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
00	0997	WESTINGHOUSE ELECTRIC CORP. (SUNNYVALE)

Staff retrieved 6 cost packages/financial documents for EPA staff during May.

The Cost Package Documentation Index was updated on May 7, 14, 21, 27.

Future Activities

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of EPA staff, Records Center staff recycled/shredded 5.5 lft. of documents.

Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

Sites worked on under Task 2 for the month of May, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 2 major efforts generally consist of large-volume indexing & scanning efforts. Sometimes these efforts are the necessary preliminary steps to producing Administrative Records. However, major indexing efforts on a single site can also represent an effort to reduce the backlog for that site.

SSID	OU	SITE NAME
09GN	00	AAD VERNON FACILITY SITE
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION

SSID	OU	SITE NAME
0916	01	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	03	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	05	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	06	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	07	AEROJET GENERAL CORP (RANCHO CORDOVA)
094Y	00	ALARK HARD CHROME
09DJ	00	AMCO CHEMICAL
09DJ	01	AMCO CHEMICAL
09GU	00	ANACONDA COPPER CO (YERINGTON)
09GU	01	ANACONDA COPPER CO (YERINGTON)
09GU	08	ANACONDA COPPER CO (YERINGTON)
092Q	01	ANDERSEN AIR FORCE BASE
09C6	00	APACHE POWDER CO
0983	00	APPLIED MATERIALS
09JS	01	ASARCO INC HAYDEN PLT
0934	01	ATLAS ASBESTOS MINE
09E9	01	ATLAS ASBESTOS MINE
09PP	00	AUCLAIR DUMP SITE
09JW	00	B.F. GOODRICH*
09JW	01	B.F. GOODRICH
092Y	00	BEAN & COMPANY
0961	00	BKK SANITARY LDFL
09R6	00	CARSON RIVER MERCURY SITE
09R6	02	CARSON RIVER MERCURY SITE
09GY	00	CASMALIA PHASE II
09GY	01	CASMALIA PHASE II
093H	00	CASMALIA RESOURCES
093H	01	CASMALIA RESOURCES
093H	02	CASMALIA RESOURCES
09AQ	00	CENTRAL EUREKA MINE
0935	00	COALINGA ASBESTOS MINE
0945	00	COAST WOOD PRESERVING
091N	01	COOPER DRUM
091N	02	COOPER DRUM
09H5	01	CTS PRINTEX, INC.
09JT	00	CYPRUS TOHONO MINE
0936	01	DEL AMO FACILITY
0936	02	DEL AMO FACILITY
0936	03	DEL AMO FACILITY
09AG	01	DEL MONTE CORP. (OAHU PLANTATION)
09AG	02	DEL MONTE CORP. (OAHU PLANTATION)
0933	01	DEL NORTE PESTICIDE STORAGE
09HB	00	DENOVA ENVIRONMENTAL INC.*
09P8	02	EDWARDS AIR FORCE BASE
09Q6	00	FORT ORD
09Q6	01	FORT ORD
09Q6	02	FORT ORD
094R	00	FRONTIER FERTILIZER
094R	01	FRONTIER FERTILIZER
09H8	00	GBF, INC., DUMP
09X6	00	HALACO ENGINEERING CO
09B8	01	HASSAYAMPA LANDFILL
0900	00	HILLVIEW MAINTENANCE YARD
0920	00	INDIAN BEND WASH NORTH
0920	01	INDIAN BEND WASH NORTH

SSID	OU	SITE NAME
0920	08	INDIAN BEND WASH NORTH
09G6	00	INDIAN BEND WASH SOUTH
09G6	01	INDIAN BEND WASH SOUTH
09G6	03	INDIAN BEND WASH SOUTH
09G6	07	INDIAN BEND WASH SOUTH
09G9	01	INDUSTRIAL WASTE PROCESSING
0988	00	INTEL CORP (SANTA CLARA 3)
0917	00	IRON MOUNTAIN MINE
0917	04	IRON MOUNTAIN MINE
0917	05	IRON MOUNTAIN MINE
0917	06	IRON MOUNTAIN MINE
0974	01	J.H. BAXTER & CO
09F6	01	JASCO CHEMICAL CORP
09FM	01	KLAU/BUENA VISTA MINE
09FM	02	KLAU/BUENA VISTA MINE
09FM	03	KLAU/BUENA VISTA MINE
0900	00	KOPPERS CO INC WILMINGTON
093Y	00	LAVA CAP MINE
093Y	01	LAVA CAP MINE
093Y	02	LAVA CAP MINE
093Y	03	LAVA CAP MINE
097J	02	LEHR/OLD CAMPUS LANDFILL
09X8	02	LORENTZ BARREL & DRUM CO
09N6	01	MARCH AIR FORCE BASE
098P	01	MARE ISLAND NAVAL SHIPYARD
09TA	00	MARIANO LAKE AUM SITE
09RX	00	MARSH CREEK RD ABANDONED DUMP SITE
0965	01	MATHER AIR FORCE BASE
0941	01	MCCLELLAN AIR FORCE BASE
09QN	00	MCCLELLAN AIR FORCE BASE
0904	01	MCCOLL
09TL	00	MCDERMITT MINE
09BZ	00	MCFARLAND STUDY AREA
09M6	01	MEW STUDY AREA
09M6	02	MEW STUDY AREA
0900	00	MID-VALLEY EQUIPMENT
098E	00	MISSION PLATING
09J4	00	MODESTO GROUND WATER CONTAMINATION
09J4	01	MODESTO GROUND WATER CONTAMINATION
0926	01	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP
0926	04	MONTROSE CHEMICAL CORP
0926	06	MONTROSE CHEMICAL CORP
0926	07	MONTROSE CHEMICAL CORP
09AN	01	MONTROSE CHEMICAL CORP
09CA	00	MONTROSE CHEMICAL CORP
09CA	05	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)
0900	00	NAVAL MAGAZINE GUAM
09K7	00	NEW IDRIA MERCURY MINE
09J5	00	NEWMARK GROUNDWATER CONTAMINATION
09J5	01	NEWMARK GROUNDWATER CONTAMINATION
09J5	02	NEWMARK GROUNDWATER CONTAMINATION
09J5	03	NEWMARK GROUNDWATER CONTAMINATION

SSID	OU	SITE NAME
09PM	00	NORTHEAST CHURCHROCK MINE SITE
0978	02	NORTON AIR FORCE BASE
09TJ	00	NUWAY DRY CLEANERS
0900	00	OIL OPERATORS INC, SOUTH PROPERTY
09BC	00	OMEGA CHEMICAL CORP
09BC	01	OMEGA CHEMICAL CORP
09BC	02	OMEGA CHEMICAL CORP
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
09A7	01	ORDOT LANDFILL
09J6	01	PACIFIC COAST PIPELINES
09S5	00	PALOMINO VALLEY SITE
091S	01	PEARL HARBOR NAVAL COMPLEX
0919	00	PHOENIX-GOODYEAR AIRPORT AREA
0919	06	PHOENIX-GOODYEAR AIRPORT AREA
09R8	00	PHOENIX-GOODYEAR AIRPORT AREA
09R8	03	PHOENIX-GOODYEAR AIRPORT AREA
0921	01	PURITY OIL SALES INC.
0921	02	PURITY OIL SALES INC.
0900	00	RAND MINING COMPANY
09BY	00	RIO TINTO COPPER MINE
09BY	01	RIO TINTO COPPER MINE
0959	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)*
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
096S	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	03	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	02	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	04	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N2	01	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	03	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	04	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
097B	08	SAN GABRIEL VALLEY (AREAS 1-4)
097B	09	SAN GABRIEL VALLEY (AREAS 1-4)
098V	01	SAN GABRIEL VALLEY (AREAS 1-4)
098V	02	SAN GABRIEL VALLEY (AREAS 1-4)
098V	04	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	00	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	01	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
0944	00	SELMA TREATING CO
0944	01	SELMA TREATING CO
09NJ	00	SHAHARALD MINE
09SY	00	SKYLINE AUM WASTE PILE SITE
0900	00	SMITH & THOMPSON PUMPING COMPANY (STPC)
09J8	01	SOLA OPTICAL USA, INC
0942	02	SOUTH BAY ASBESTOS
09D7	00	SOUTHERN CALIFORNIA EDISON (VISALIA POLEYARD)
0900	00	SOUTHWEST METAL CO
0901	01	STRINGFELLOW
0901	05	STRINGFELLOW
09K2	00	SULPHUR BANK MERCURY MINE
09K2	01	SULPHUR BANK MERCURY MINE

SSID	OU	SITE NAME
09K2	02	SULPHUR BANK MERCURY MINE
09M1	05	TARP
09M7	00	TRAVIS AIR FORCE BASE
09M7	02	TRAVIS AIR FORCE BASE
09P3	01	TREASURE ISLAND NAVAL STATION- HUN PT AN
091C	00	TUCSON SOURCES*
09R3	02	UNITED HECKATHORN CO
09K5	00	VALLEY WOOD PRESERVING INC.
09K5	01	VALLEY WOOD PRESERVING INC.
0900	00	VIKING CLEANERS
09C1	01	WASTE DISPOSAL, INC.
09D1	01	WATKINS JOHNSON CO (STEWART DIVISION)
09SU	00	WEST OAKLAND LEAD REMOVAL
09R4	00	WESTERN PACIFIC RAILROAD CO.
0997	00	WESTINGHOUSE ELECTRIC CORP. (SUNNYVALE)
0997	01	WESTINGHOUSE ELECTRIC CORP. (SUNNYVALE)
09QC	00	YOSEMITE CREEK SEDIMENT
09K6	00	YUMA MARINE CORPS AIR STATION

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

3.1 Reference, Search, and Circulation Service

Staff processed 73 requests for documents, performed 1213 database searches in SDMS-C, and provided 29,335 documents for EPA staff and other requesters.

Fourty-six indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on May 4 and May 3, respectively.

Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

3.2 Freedom of Information Act (FOIA)

Staff provided support for 6 FOIA requests totaling 21.75 billable hours.

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

3.3 Photocopy and Redaction Service

Staff photocopied 1,383 non-FOIA-related pages for EPA and other requesters. In addition, staff printed 1,155 pages from SDMS-C.

At the request of Case Developer Linda Ketellapper, and RPM Dante Rodriguez, 4 documents from the Omega Chemical Corp site file, and 11 documents from the Del Amo site file respectively, were redacted in preparation for upcoming ARs.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.4 CD-ROM Service

Staff fulfilled 26 requests for documents on CD-ROMs. 198,165 pages were copied to CDs.

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

No activity occurred in this reporting period.

Future Activities

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

Sites worked on under Task 3 for the month of May, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 3 major efforts generally consist of: large-volume CD-ROM publishing or copying efforts; conducting searches and compiling special collections for large reference requests; redacting documents for Administrative Records or other purposes.

SSID	OU	SITE NAME
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
09PA	00	ABBOTT/TURKEY RUN MINE SITE
0916	01	AEROJET GENERAL CORP (RANCHO CORDOVA)
09GU	00	ANACONDA COPPER CO (YERINGTON)
09JW	00	B.F. GOODRICH
09JW	01	B.F. GOODRICH
09MM	00	BLUE LEDGE MINE
09W3	00	BLUE WATER URANIUM MINE
093H	01	CASMALIA RESOURCES
09H5	01	CTS PRINTEX, INC.
0936	01	DEL AMO FACILITY
0936	02	DEL AMO FACILITY
09HB	00	DENOVA ENVIRONMENTAL INC.
09SN	00	FELTON KING
09EJ	00	GAMBONINI MERCURY MINE

SSID	OU	SITE NAME
09CP	00	GREY EAGLE MINE
09MX	00	IRON KING MINE - HUMBOLDT SMELTER
0917	01	IRON MOUNTAIN MINE
0974	01	J.H. BAXTER & CO
0900	N/A	KINDER MORGAN WILMINGTON OIL SPILL
09FM	00	KLAU/BUENA VISTA MINE
0943	01	KOPPERS CO. INC. (OROVILLE PLANT)
093Y	01	LAVA CAP MINE
0989	01	LORENTZ BARREL & DRUM CO
09N6	01	MARCH AIR FORCE BASE
09TA	00	MARIANO LAKE AUM SITE
09BZ	00	MCFARLAND STUDY AREA
09BZ	01	MCFARLAND STUDY AREA
09J4	01	MODESTO GROUND WATER CONTAMINATION
0926	01	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP
0926	07	MONTROSE CHEMICAL CORP
09BE	03	MOTOROLA, INC. (52ND STREET PLANT)
0900	00	NAVAL FACIL GUAM
0900	00	NAVAL MAGAZINE GUAM
09QM	00	NE CHURCHROCK QUIVIRA MINES
09K7	00	NEW IDRIA MERCURY MINE
09PM	00	NORTHEAST CHURCHROCK MINE SITE
0978	01	NORTON AIR FORCE BASE
09BC	00	OMEGA CHEMICAL CORP
09BC	01	OMEGA CHEMICAL CORP
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
091S	01	PEARL HARBOR NAVAL COMPLEX
09RW	00	PETER PAN CLEANERS
09X3	01	RALPH GRAY TRUCKING
0900	N/A	RAVENSWOOD INDUSTRIAL AREA (BROWNFIELDS)
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	02	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	04	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
098V	00	SAN GABRIEL VALLEY (AREAS 1-4)
098V	01	SAN GABRIEL VALLEY (AREAS 1-4)
0944	01	SELMA TREATING CO
0964	01	SOUTH BAY BASIN
09D7	01	SOUTHERN CALIFORNIA EDISON (VISALIA POLEYARD)
0900	N/A	SPEEDY'S TRUCK STOP CY4
0995	00	TELEDYNE SEMICONDUCTOR
09M7	00	TRAVIS AIR FORCE BASE
09P3	01	TREASURE ISLAND NAVAL STATION- HUN PT AN
09D1	01	WATKINS JOHNSON CO (STEWART DIVISION)
0997	01	WESTINGHOUSE ELECTRIC CORP. (SUNNYVALE)

Task 4: Administrative Records (ARs) and Special Collections Management

4.1 Administrative Records

On May 21 staff met with RPM Dante Rodriguez to discuss indexing requirements for the Del Amo site file so that work on this project could go forward.

Future Activities

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

4.2 Work-Performed Compilations

Two work-performed compilations were created or updated during May for the following sites:

OU	SSID	Site Name
01	094R	FRONTIER FERTILIZER
04	09N1	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)

Future Activities

Staff will continue to compile work-performed compilations as directed by the TOAM.

4.3 Electronic Media and Microfilm Management

Staff produced copies of special collections in the following electronic formats this month:

CD-ROM format: 10 collections

Electronic files attached to E-mails: 110 collections

Future Activities

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

Sites worked on under Task 4 for the month of May, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 4 major efforts generally consist of: Project management tasks in support of Administrative Records & production of work-performed compilations.

SSID	OU	SITE NAME
09DJ	00	AMCO CHEMICAL
09TF	00	AZTEC SPECIALTY CHEMICAL
09RM	00	COVE NAVAJO RADIOACTIVE STRUCTURE SITE
0936	01	DEL AMO FACILITY
0936	02	DEL AMO FACILITY
094R	01	FRONTIER FERTILIZER
09TA	00	MARIANO LAKE AUM SITE
09TA	04	MARIANO LAKE AUM SITE
09M6	00	MEW STUDY AREA
09M6	01	MEW STUDY AREA
09BC	02	OMEGA CHEMICAL CORP*
09N1	04	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09QY	00	SAN FERNANDO VALLEY (AREA 2, DRILUBE-MAZMANIAN)
091C	00	TUCSON SOURCES

Task 5: Manage the Day-to-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:

The PM held an all-hands staff meeting on May 27.

The PM held a Managers/Supervisors meeting on May 13.

The PM held a Scanning Department meeting on May 11.

The PM held a Cost Recovery Department meeting on May 11.

The RMS IV/Assistant Manager held meetings with special projects staff on May 4 and 5.

The RMS IV/Circulation Department Supervisor held a departmental meeting on May 18.

The RMS IV/Head Indexer held a departmental meeting on May 4.

The RMS IV/Computer Support Department Supervisor held a departmental meeting on May 19.

The PM purchased supplies and/or equipment during May as necessary.

Future Activities

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.

Task 6: Training and Orientation

No training requested in May

Future Activities

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

Task 7: Online Operations and Internet Support

On May 12, backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage at EPA's Richmond Labs.

An RMS IV/IS III coordinated with Al Belbahri and Department of Defense Auditor for computer security audit. Provided tour of Records Center server room and answered questions May 5.

An RMS IV/IS III coordinated with Al Belbahri to remove unauthorized applications from workstations per the DOD auditor scan of the EPA network May 5.

An RMS IV/IS III coordinated with Al Belbahri, Bob Zucker and Andy Terry on local_admin issues in order to implement the second phase of FDCC May 20. Effort ongoing.

An RMS IV/IS III coordinated with Andy Terry on the removal of Zenworks from a workstation. The problem was successfully resolved May 21.

Future Activities

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

The PM attended a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting on May 20.

Future Activities

Staff will attend a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting in June.

Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS

No activity occurred in this reporting period.

II. DIFFICULTIES ENCOUNTERED

No difficulties were encountered this reporting period.

III. PERSONNEL ACTION

No personnel action was taken in this reporting period.

IV. SUMMARY OF TECHNICAL DIRECTION

Staff received technical direction for 14 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 6 requests for information or support via other means.

V. STATISTICS

New File Footage

New Files Received	Footage	Year to Date
2,345	28.2 lft.	199.2 lft.

Inventories

Records Surveyed	Year to Date
21 lft.	196.9 lft.

Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
0 lft.	0 lft.	0 lft.	833.8 lft.

Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
60	1	0	1	7	0	0	6	75

VI. MAJOR PROJECT NARRATIVE DESCRIPTIONS

Below are descriptions of major projects for which we expended 80 person-hours or more during the month.

SSID 09JW, OU 00, B.F. GOODRICH

One Librarian IV/Records Librarian performed indexing (360 documents, 1.20 linear feet) and three RMS II/Scanning Specialists performed scanning (3,942 pages) for work request #111217-1033 submitted by J Blais. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 156.7 hours were expended on this effort during the month.

SSID 09HB, OU 00, DENOVA ENVIRONMENTAL INC.

One Librarian IV/Records Librarian performed indexing (427 documents, 1.03 linear feet) and three RMS II/Scanning Specialists performed scanning (5,544 pages) in order to complete work request #90213-1710 submitted by E. Chan. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 126.1 hours were expended on this effort during the month.

SSID 09BC, OU 02, OMEGA CHEMICAL CORP

One Librarian IV/Records Librarian performed indexing (122 documents, 4.09 linear feet) and one RMS II/Scanning Specialist performed scanning (263 pages) for AR compilation (work request #110325-1247 submitted by L. Deschambault). An RMS IV/Assistant Program Manager also prepared AR deliverables and an IS III/Computer Support Specialist processed 60 documents submitted electronically. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 126.2 hours were expended on this effort during the month.

SSID 0959, OU 00, SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)

Three RMS II/Scanning Specialists performed scanning (27,200 pages) in order to retire older docs to the FRC. A total of 96.1 hours were expended on this effort during the month.

SSID 091C, OU 00, TUCSON SOURCES

One Librarian IV/Records Librarian and one RMS IV/Assistant Program Manager performed indexing (284 documents) and one RMS II/Scanning Specialist performed scanning (14 pages) for AR conversion project (work request #110301-0912 submitted by E. Chan). An RMS IV/Assistant Program Manager also prepared AR deliverables. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 113.1 hours were expended on this effort during the month.